

**Topsfield Finance Committee
Minutes to the Meetings
September 13, 2010**

I. **Call to Order:** Holger Luther, the senior member of the Committee in service, called the meeting to order at 7:00 p.m. Heidi Bond, Karen Dow, Paul Dierze, Kathy Hartmann, Steve Lais and Mark Lyons present. Selectman Laura Powers and Elementary School Committee Member Jeanine Cunniff were also present. Chair of the Board of Selectmen Richard Gandt joined the meeting at 7:10 p.m. Selectmen Richard Gandt and Laura Powers left the meeting at 7:25 p.m.

II. **FY 2011 Finance Committee Reorganization:** A motion was made by Heidi Bond to nominate Mark Lyons as Chair of the Finance Committee, seconded by Steve Lais, voted in favor 7-0. A motion was made by Holger Luther to nominate Heidi Bond as Vice Chair of the Finance Committee, seconded by Steve Lais, voted in favor 7-0. A motion was made by Holger Luther to nominate Karen Dow as Clerk of the Finance Committee, seconded by Steve Lais, voted in favor 7-0.

III. **Other Finance Committee Reorganization:** The members verified the accuracy of their contact information on the Committee member list. Member liaison responsibilities were assigned. Changes to the Public Records and Open Meeting Laws were discussed and particularly, their impact on the meeting posting and minute keeping processes. The Committee was advised that the Finance Committee email would continue to be monitored. The Chairman confirmed that newly appointed or reappointed members had sworn their oaths at Town Hall.

IV. **Minutes:** A motion was made by Holger Luther to accept the 06/28/10 minutes as amended, seconded by Steve Lais, voted in favor 6-0-1 with Karen Dow abstaining.

V. **Warrant Timeline for FY 2012 Budget and Guidelines:** The Warrant Timetable for the FY 2012 Budget was distributed and discussed. The Committee discussed opinions related to the annual Facilities Tour and the Budget Guidelines Announcement Meetings. This input will be passed onto Town Administrator Virginia Wilder.

VI. **Meeting Schedule:** The next meeting of the Committee will occur on Monday, October 18th at 7:00 p.m.

VII. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:05 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,
Erica Clay

Attachments:

Member Liaison List, Summary of Open Meeting Law Changes, Draft FY 2012 Warrant Schedule